

EP

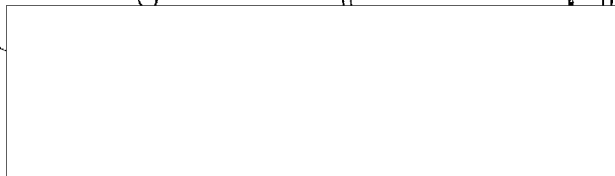


27 Dec 1985

John -

Request your approval

of



re commendation is re

handling of S16(I)

minutes

Al.

STAT

ADMINISTRATIVE INTERNAL USE ONLY

ICS-85-3404  
20 December 1985

MEMORANDUM FOR: Director, Intelligence Community Staff

VIA: Deputy Director, Intelligence Community Staff

FROM: Executive Secretary  
Senior Interagency Group (Intelligence)

SUBJECT: Handling SIG(I) Minutes

STAT

1. Background: Following the last SIG(I) and National Foreign Intelligence Council meetings, the Director of Central Intelligence has instructed that he be provided unofficial drafts of the minutes of these meetings in very short order. Had he not so instructed, he would never have seen the minutes of these meetings, for Deputy Director McMahon for the past year has been signing off on coordinated minutes as a means of relieving the DCI of part of his burden. In the future, the Secretariat will as a matter of course provide the DCI with unofficial drafts of these meetings within 48 hours for whatever use he may wish to make of them.

2. As we discussed yesterday, that leaves the issue of how to create an official record of what occurred at these meetings. By law, minutes do not become official documents unless they are approved by the corporate body whose proceedings they record; the signature of an officer of the group, even its chairman, does not suffice. Such an official record occasionally has high utility for holding members to positions to which they have agreed--e.g., on dissemination of estimates within the Defense Department and on approval of the [ ] National Intelligence Estimate.

STAT

3. Recommendation: I therefore recommend that, in addition to providing the DCI with unofficial drafts quickly, the secretariat proceed as it has in the past to circulate the minutes of the meetings of the SIG(I) to their members for coordination and then forward them to the DDCI for final approval.

STAT

*Concur:*  
~~Approved:~~

[ ]  
Director, Intelligence Community Staff

STAT

Disapproved:

Director, Intelligence Community Staff

Date:

12 27-85

*Signature* /s/ John N. McMahon

DDCI

*Date*

6 JAN 1986

ADMINISTRATIVE INTERNAL USE ONLY

B-2730